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UNITED NATIONS INTERNATIONAL SYMPOSIUM ON TRADE EFFICIENCY
Senior Officials Segment
Columbus, Ohio, United States of America, 17 October 1994
Item 3 of the provisional agenda

# ADOPTION OF THE AGENDA AND ORGANIZATION OF WORK

## Provisional agenda and annotations for the Senior Officials Segment of the United Nations International Symposium on Trade Efficiency

### I. PROVISIONAL AGENDA

1. Election of officers

2. Adoption of the rules of procedure

3. Adoption of the agenda and organization of work

4. Report of the Preparatory Committee

5. Consideration of the draft Columbus Ministerial Declaration

6. Consideration of draft recommendations and guidelines for trade efficiency

7. Facilitating global trade

8. Presentation of solutions for key sectors of trade efficiency: Customs, business information for trade, banking and insurance, transport, telecommunications, business practices.

9. Provisional agenda for the Ministerial Segment

10. Other business

11. Adoption of the report of the Senior Officials Segment to the Ministerial Segment.

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## II. ANNOTATIONS TO THE PROVISIONAL AGENDA

Item 1: Election of officers

The meeting will be opened by the Chairperson of the Preparatory Committee. On the basis of previous consultations, it has been agreed that the Bureau of the Senior Officials Segment will comprise a Chairman (from the host country, in accordance with established practice), two Vice-Chairmen from the African region, two Vice-Chairmen from the Latin American region, two Vice-Chairmen from the Asian region, two Vice-Chairmen from the Central and Eastern European region, and three Vice-Chairmen from Group B countries. A Rapporteur will be elected from among the Vice-Chairmen.

The Senior Officials may wish to recommend that the country composition of the Bureau remain the same for the Ministerial Segment of the Symposium.

Item 2: Adoption of the rules of procedure

The rules of procedure of the Symposium will be, mutatis mutandis, those of the Trade and Development Board.

Item 3: Adoption of the agenda and organization of work

It is proposed that item 6 (Consideration of the draft Columbus Ministerial Declaration) and item 7 (Consideration of draft recommendations and guidelines for trade efficiency) be taken up in the Bureau. The Bureau will submit the draft Declaration and the draft recommendations and guidelines to the Senior Officials Segment for approval and transmission to the Ministerial Segment for adoption.

For the consideration of item 8 (Presentation of solutions for key sectors of trade efficiency), six technical working groups will be established:

WG.1: Customs
WG.2: Business information for trade
WG.3: Business practices
WG.4: Banking and insurance
WG.5: Transport
WG.6: Telecommunications

On the basis of proposals by the Bureau, one Chairman and one Vice-Chairman-cum-Rapporteur for each technical working group will be elected from among the delegations of the States represented at the Symposium.

Item 4: Report of the Preparatory Committee

The Chairperson of the Preparatory Committee will present oral comments on the preparatory work for the Symposium. The report of the Preparatory Committee is contained in document TD/SYMP.TE/4.

Item 5: Consideration of the draft Columbus Ministerial Declaration

The draft Columbus Ministerial Declaration is contained in document TD/SYMP.TE/R.1.

Item 6: Consideration of draft recommendations and guidelines for trade efficiency

The draft recommendations and guidelines are contained in document TD/SYMP.TE/R.2.

Item 7: Facilitating global trade

This item will be introduced by Mr. Ray Walker, OBE, Chief Executive of SITPRO (Simpler Trade Procedures Board), United Kingdom of Great Britain and Northern Ireland, who will act as session leader.

Item 8: Presentation of solutions for key sectors of trade efficiency: Customs, business information for trade, banking and insurance, transport, telecommunications, business practices

Each topic will be introduced by a "session leader" acting in his personal capacity, followed by audio-visual presentations and by a discussion. Conclusions will be presented by the Chairman and a summary will be prepared by the Vice-Chairman-cum-Rapporteur.

Item 9: Provisional agenda for the Ministerial Segment

The draft provisional agenda and annotations for the Ministerial Segment are contained in document TD/SYMP.TE/1/Add.1.

Item 10: Other business

Outstanding issues, if any, will be discussed.

Item 11: Adoption of the report of the Senior Officials Segment to the Ministerial Segment

The meeting will consider and adopt its report, including the draft Columbus Ministerial Declaration and draft recommendations and guidelines for trade efficiency, for transmission to the Ministerial Segment.

Note: Background material is contained in two documents prepared by the UNCTAD secretariat:

- Recommendations and guidelines for Trade Efficiency (TD/SYMP.TE/2).
- Compendium of Trade Facilitation Recommendations (TD/SYMP.TE/3).

## III. TENTATIVE SCHEDULE OF MEETINGS

| | | Plenary | Technical WGs |
|---|---|---|---|
| Sunday, 16 October | 7.00 p.m. | Informal meeting to provide an early opportunity to make acquaintance for delegates already present in Columbus. | |
| Monday, 17 October | 10.00 a.m. | Items 1, 2, 3, 4 | - |
| | 10.30 a.m. | Item 5 | - |
| | 3.00 p.m. | | Item 8 (WG 1 and 2) |
| Tuesday, 18 October | 10.00 a.m. | | Item 8 (WG 3 and 4) |
| | 3.00 p.m. | | Item 8 (WG 5 and 6) |
| | 5.30 p.m. | Items 5, 6, 7, 8, 9, 10, 11. | - |

The schedule of meetings of the Bureau will be decided by the Bureau itself.

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